



## **CITY OF LONG BEACH CLASSIFICATION SPECIFICATION**

---

**TITLE: ACCIDENT PREVENTION COORDINATOR I-II**

**DEFINITION:** Under direction, develops, coordinates, and administers a comprehensive safety education and enforcement program.

**DISTINGUISHING CHARACTERISTICS:**

Accident Prevention Coordinator I - positions are allocated to a single large department.  
Accident Prevention Coordinator II - positions are allocated to either departments or as safety coordinator for all City Manager controlled departments.

**EXAMPLES OF DUTIES:**

- Performs safety inspections of offices, buildings, grounds, work sites, equipment, vehicles, and tools for compliance with CAL/OSHA safety standards, and other pertinent statutes;
- Plans, organizes, develops, and institutes a training program for supervisors and employees on accident prevention, the elimination of unsafe working conditions and practices, and other safety problems;
- Investigates accidents to determine the cause(s) and responsible parties, and develops safeguards and new work practices to prevent recurrence;
- Compiles accident reports and prepares statistical and other periodic summary reports of industrial injuries for CAL/OSHA;
- Consults with and advises safety committees and supervisors in an ongoing effort to improve the effectiveness of the safety and accident prevention program;
- May serve as secretary to a central safety board or committee;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

A combination of education and experience substantially equivalent to a bachelor's degree from an accredited college or university, and two years of experience in safety education and accident prevention work.

A good working knowledge of the California Administrative Code, title 8 (Safety Law).

A valid California vehicle operator's license.

**HISTORY:**

Title change from Safety Specialist Classification Specifications dated 06/27/80.

Approval/Adoption Dates: 10/17/83 - Human Resources Department